

**JOB DESCRIPTION  
FRESH OLIVE APPRENTICE CHEF**

**1. JOB DETAILS**

Job Title: Fresh Olive  
Reports to: Chef Manager

**2. JOB DESCRIPTION PURPOSE**

As an Entier Fresh Olive apprentice you will be part of a 3 year programme where you will work towards an SVQ Level 3 Professional Cookery (Preparation and Cookery) qualification with the support of your Line Manager and your SVQ Assessor.

You will have monthly visits from your assessor at your unit to review your theory work in your SVQ portfolio as well as monthly practical assessments.

Full details of the 3 year programme is held in the 'Fresh Olive Apprentice Programme'

**MAIN ROLES AND RESPONSIBILITIES**

- Assist with the preparation of food in any area of the Entier business (this will develop as you progress throughout your apprenticeship)
- Assist with deliveries as required and be aware of stock rotation and incoming product record sheet
- Working at various units throughout the business
- Support with all areas in a kitchen including peeling and chopping fruit and vegetables, helping with pot wash etc.
- Support with Entier events as and when required
- Understand the importance of food safety systems and follow company procedures as instructed by experienced members of the team
- Gain an in depth understanding of the Entier policies and procedures ensuring safety practices are adhered to at all times
- Supporting with preparation of events including van packing and food prep

**CUSTOMER SATISFACTION**

- Politely and professionally acknowledge all customers and be polite and friendly all the times
- Be aware you are representing Entier at all times and always be pleasant and helpful
- Ensure you know about the food you are preparing and cooking
- Advise colleagues and customers to help them choose what they would like to eat
- To give any ideas to the manager that might increase sales

**FLEXIBILITY / INITIATIVE**

- To be prepared to help out doing other things in the unit when necessary
- To see where you need to change your own activities to meet different circumstances
- To look out for and tell the Manager when you see ways to improve work activities or reduce costs
- Be willing to work in other units with the Entier business
- Support at functions in the evenings and weekends if required

**TEAMWORK**

- To be friendly, pleasant and polite to your work colleagues
- Be prepared to help out the rest of the team in a willing and positive manner
- To be aware anyone can contribute to the team and do this at weekly safety meetings as appropriate

#### **HEALTH, SAFETY & THE ENVIRONMENT**

- To wear the correct uniform / personal protective equipment at all times. Uniform not to be worn out of work. Cut gloves must be worn when using any knife.
- To look out for problems with safety or hygiene and report them to your Manager.
- To report all accidents and near misses as soon as possible to your manager.

#### **ATTENDANCE AND TIME-KEEPING**

- To come to work regularly and to notify the management if for any reason you are unable to attend
- To arrive punctually for every shift